

PROPERTY (LAND) INFORMATION (Survey Plat Required)			
BUSINESS ENTITY (SITE CODE)		ACTION REQUIRED	<input type="checkbox"/> ADD NEW PROPERTY <input type="checkbox"/> UPDATE/CHANGE Existing Property Information <input type="checkbox"/> INACTIVATE/DELETE Property
EFFECTIVE DATE <div>Valid From</div> <div>Valid To</div>			
NAME OF PROPERTY			
DEPT / AGENCY	/	PROPERTY NUMBER FOR THIS SITE (site code/parcel number)	
PHYSICAL LOCATION OF PROPERTY (Street Address or Nearest Intersection)		FINANCIAL CODING: FUND / FUNDS CENTER	/
CITY, STATE, ZIP		MINERALS RIGHTS OWNED?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MIXED
PARISH		CONTACT PERSON / INFO	
GPS COORDINATES		VALUE OF PROPERTY (at time of acquisition/donation)	
PROPERTY DESCRIPTION (as it is to appear in LaGOV)			
ADDITIONAL NOTES: (i.e. Acts of Legislation, Ownership exceptions, etc.)			
RETURN COMPLETED FORM TO:	<a href="#">OFFICE OF STATE LANDS</a> , POST OFFICE BOX 44124, BATON ROUGE, LOUISIANA 70804   (225) 219-9537		

FOR OSL USE ONLY	
BE/SC _____	Doc No. _____
Contract No. _____	Property No. _____
Property Name _____	
Entered in LaGov By _____	Date _____
Date Forwarded to GIS _____	